



St Leonard's CE Primary Academy

Primary Phase Admissions Policy 2023- 2024

Introduction

This document sets out the admission arrangements of **St Leonard's CE Primary Academy**.

For the purposes of this policy, the Diocese of Bristol Academies Trust is the admission authority.

Ethos Statement

Vision

The Diocese of Bristol Academies Trust (DBAT) shares the Church of England's Vision for Education 2016, "Deeply Christian, Serving the Common Good", which includes four basic elements wisdom, hope, community and dignity. We aim to deliver values-led education with the very best outcomes for children and young people.

Values

DBAT cherishes the principle of family. We believe that pupils' needs are collectively met through collaboration, joint purpose and a strong Christian ethos which allows all children and staff to flourish. Christian values are central to all our work; generosity, compassion, courage, forgiveness, friendship, respect, thankfulness, trust, perseverance, justice, service and truthfulness.

This policy should be read in line with our schools' vision statement, '**Living and Learning Together with God's Help**', as it encompasses everything that we do. It stems from the Christian belief that all children are to believe in themselves, *being a unique human being, made by God and Loved by him*, and so develop a love of lifelong learning and a sense of community, as we grow together as part of God's family; being with God and having his help as we live and learn together in all that we are and seek to be.

Introductory Statement

St Leonard's CE Primary Academy Church of England Academy is a **4-11** Academy with a faith designation and a Christian religious ethos that is both distinctive and inclusive. Distinctive in the sense that all decisions about the nature and purpose of the Academy are taken through the lens of Christian values, inclusive in the sense that all students and staff are equally valued for their uniqueness in the eyes of God and their belonging to the school community.

Admission Numbers

The school has a published admission number (PAN) of **30** for entry in year Reception for 2023.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applications are received than the published admission number(s) for the relevant year group are received, the Academy Trust will offer places to all that have applied on behalf of the school (up to the PAN number).

Application Process

1. Applications for admission to the school should be made using the Local Authority Common Application Form by the national closing date of **15th January**.
2. The Local Authority will inform parents of the offer of a place on behalf of the Diocese of Bristol Academies Trust on the national offer date **16th April** or the next working day.
3. The school will admit any pupils with an Education, Health and Care plan naming the school. Priority will then be given to those children who meet the criteria set out below.

Oversubscription Criteria

The following criteria will be applied, in the order set out below, to decide the order of priority for places to be offered:

1. ***Looked After Children, Previously Looked After Children and Internationally Adopted Looked After Children (LAC, PLAC and IAPLAC)***

Looked After, Previously Looked After and Internationally Adopted Previously Looked After Children. As this is a legal requirement, it automatically appears as the first of the school's oversubscription criteria.

A "Looked After Child" or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order⁹¹ including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted.

A "Looked After Child" (LAC) is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

A "Previously Looked After Child" (PLAC) is a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order immediately following having been looked after.

2. **Siblings of pupils attending the school at the time of entry to the school** . 'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister, or other child living in the same household who, in any of these cases, will be living with them at the same address at the date of their entry to the school.
3. **Children who attend or whose parent/carer attends worship at a Christian Church** (defined as a minimum of 2 occasions out of 4 weeks per month for a period of not less than 6 months prior to application)

If your child regularly worships at a Christian Church, please complete this section. 'Christian church' means either an Anglican Church or another church or ecclesial community which confesses the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church; and to fulfil their mission to proclaim the Gospel by common witness and service in the world.



An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and Churches Together in Britain and Ireland are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

4. Other children based on distance to school.

Proximity to the school with those living closest to the school having priority calculated by:

In all cases where schools are oversubscribed, distance is as a straight line between the Local Land and Property Gazetteer (LLPG) address point of the applicant's home address and of the school within each oversubscription criteria. If the direct distance measurement does not separate applicants, places will be offered by random allocation

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school.

If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the school week (Monday to Friday in term-time).

Tie-breaker

1. Proximity to the school. In all cases where schools are oversubscribed, distance is as a straight line between the Local Land and Property Gazetteer (LLPG) address point of the applicant's home address and of the school within each oversubscription criteria. If the direct distance measurement does not separate applicants, places will be offered by random allocation

In the event that two or more children live at the same distance from the school (as can happen with families living in blocks of flats), random allocation, where supervised drawing of lots by an independent responsible person of good standing will be used to decide which child(ren) will be allocated the remaining place(s) (in accordance with 1.34 and 1.35 of the School Admissions Code).

Children will be admitted to Reception at the beginning of the academic year (September) in which their fifth birthday falls. There is no legal requirement for parents/carers to send their child to school until the term after the date of their fifth birthday.

Where the number of children seeking admission exceeds the PAN, the policy on over-subscription will be applied.

Applications for admission to Reception at St Leonard's will be dealt with by Swindon Borough Council, in conjunction with St Leonard's, during Term 4. Please see www.swindon.gov.uk for full details of the Swindon scheme.

Late applications

Applications received after the closing date and before the [Admission Authority's] admission meeting will be placed last in the criteria in which they fall unless the [Admission Authority] is satisfied that there are exceptional circumstances which reasonably prevented the application from being submitted on time.

Supporting evidence, including that provided by the required Supplementary Information Form, must also be supplied by the closing date for applications, unless it is satisfied that there are exceptional circumstances which reasonably prevented it being submitted on time.

In the absence of such supporting evidence, the allocation of places will be made on the basis of the application alone.

Deferred entry for infants

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

In-Year admissions

From time to time a place becomes available further up the school. The allocation of places is in accordance with the admissions criteria.

Preference will be given to children moving into the area from outside the Local Authority area who do not have a school place. Evidence will need to be provided that the child has recently moved in.

Admission of children outside their normal age group

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting on their schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows: With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request. Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and



- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The school will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal. Requests for admission out of the normal year group will be considered alongside other applications made at the same time.

Waiting Lists

The school will operate a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until the 31st December 2023.

This will be maintained by the individual Academy and it will be open to any parent to ask for their child's name to be placed on the waiting list, following an unsuccessful application. Children's

position on the waiting list will be determined solely in accordance with **the oversubscription criteria**. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

The waiting list will be reordered in accordance with the following oversubscription criteria whenever anyone is added to or leaves it.

1. ***Looked After Children, Previously Looked After Children and Internationally Adopted Looked After Children (LAC, PLAC and IAPLAC)***
2. **Siblings of pupils attending the school at the time of entry to the school**
3. **Children who attend or whose parent/carer attends worship at a Christian Church**
4. **Other children based on distance to school.**

The school is part of the Swindon Borough Council, in-year co-ordinated application scheme. Parents may apply via Swindon using the Local Authority Common Application Form.

Appeals Procedure

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Any child who is refused a place at St Leonard's has the right to an appeal against this decision. An appeal form needs to be completed through Swindon Borough Council within **20 days** of the date of the letter refusing your child a place at the school for information on how to appeal, and an independent panel will be arranged to consider the appeal. Details of this process will be provided alongside the refusal letter.

School age

A full-time school place in the Reception class is available for children from the September following their 4th birthday.

Address definition

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school.

If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the school week (Monday to Friday in term-time).

Enquiries

Should be to The Governing Body, St Leonard's CE Primary Academy, Linley Road, Blunsdon, SWINDON, Wiltshire, SN26 7AP

School Admissions Supplementary Information Form

This application form should be used if you wish to apply for a place related to Faith.

The supplementary information should be sent with your application and should be returned to the **Headteacher at St Leonard's CE Primary Academy, Linley Road, Blunsdon, SWINDON, Wiltshire, SN26 7AP**

You will receive an acknowledgement that we have received your postal form if you enclose a stamped addressed postcard or envelope.

PLEASE COMPLETE IN BLOCK CAPITALS

Parent or Carer Details			
Forename		Surname	
Relationship to the child			
Home Address			
Telephone number (Home)		Telephone (Mobile or Work)	
Email address			

Child's Details						
Legal Forename(s)				Legal Surname		
Date of Birth	D	D	M	M	Y	Y
Current Home Address						



DIOCESE OF
BRISTOL
ACADEMIES
TRUST

'Let your light shine' (Matt 5:15)



Faith	
<p>If your child regularly worships at a Christian Church, please complete this section. 'Christian church' means either an Anglican Church or another church or ecclesial community which confesses the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church; and to fulfil their mission to proclaim the Gospel by common witness and service in the world.</p> <p>An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.</p> <p>All members of Churches Together in England and Churches Together in Britain and Ireland are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.</p>	
Does your child regularly worship in an Anglican Church or any other Christian Church?	Yes/No
If yes, please enter the name and address of the Church:	
Please ask the Religious leader of your place of worship to complete the section below	
Religious leader's recommendation	
To the best of my knowledge the above child attends religious services at the Church named above.	
Has the child attended worship a minimum of 2 occasions out of 4 weeks per month for a period of not less than 6 months prior to the date of application? In the event that during the period specified for attendance at worship, the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship	Yes/No
Please enter the name and address of the Church:	
Signed (religious leader)	Date
Name (printed)	Position
Declaration	
I state, to the best of my knowledge and belief, that the information I have given is correct and complete and I will advise the Diocese of Bristol Academies Trust in writing of any changes to the information on this form. I understand that the provision of incorrect information could lead to the withdrawal of an offer of a school place.	
Signed (parent/carer)	Date